

## E-Procurement User Mapping in ISIS

Each local education authority (LEA) user created in the NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by ISIS, the user's E-Procurement login name must be mapped to the corresponding user's 'NCEP User ID' in the ISIS Security File. This mapping process was completed for each user during the E-Procurement LEA Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.

### 1.0 Locate the E-Procurement Login Name



1. Select the '**eForm**' link from the Shortcut Menu on the E-Procurement Home Page.

**Create Request Using Company eForm**

eForms are provided by your company. Select or search for a form to use to create your request. [How To](#)

Search

Name	Description
AddressMaintenance	
PasswordChange	
UserMaintenance	

2. Select the **'UserMaintenance'** link.

**US82A33: Untitled UserMaintenance**

[< Prev](#) [Next >](#) [Exit](#)

**1 Add Title** **UserMaintenance**

Enter a title. [How To](#)

Title:

Select Maintenance Mode:

No Choice  
Add  
Update  
Delete

[< Prev](#) [Next >](#) [Exit](#)

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the login name, select **'Update'**.
5. Click **'Next.'**

US82A33: Untitled UserMaintenance

**1 Add Title** UserMaintenance

Enter a title. [How To](#)

**Please complete the missing or invalid information indicated below.**

Title:

Select Maintenance Mode:

Entity:

User:  **Value must be set.**

Locate the user's name in the 'User' dropdown box or select 'Other...' to conduct a search for the user.

6. Locate the user's name in the User dropdown box. If the user's name does not appear in the dropdown box, select 'Other...' to search for the user.
7. Click 'Next.'

US82A33: Untitled UserMaintenance

**2 Complete Form** UserMaintenance

Provide the requested information. [How To](#)

**Complete Form - UserMaintenance**

Entity:

Login Name:

Name:

Email Address:

Management Level:

Supervisor:

Ship To:

Bill To:

User Group:

Roles:  [ select ]

8. Locate the user's E-Procurement Login Name next to the 'Login Name' field. Make note of this value to enter into the ISIS Security File.

**Note:** This value can also be noted during the user setup process.

## 2.0 Enter the E-Procurement Login Name in ISIS

Once located, the user's E-Procurement Login Name will be entered in the corresponding user's 'NCEP User ID' field in the ISIS Security file. Once logged into ISIS, select option 17 (Security File).

**Note:** All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

9/04/03 12:45:22	ANY COUNTY SCHOOLS ISIS Financial System: Security	Fiscal: 4 USER
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<b>User Profile:</b> <u>DSB</u>	<b>Grant Access to Control File:</b> <u>N</u>
	<b>Restrict Account Access:</b> <u>Y</u>
	<b>Grant Access to Utility Menu:</b> <u>N</u>

  

	<i>Add</i>	<i>Change</i>	<i>Delete</i>	<i>Inquiry</i>	<i>Approve</i>	<i>Next Approver</i>
<b>Account Master:</b>	N	N	N	Y		
<b>Vendor File:</b>	N	N	N	Y		
<b>Purchase Orders:</b>	N	N	N	Y	N	
<b>Requisitions:</b>	Y	Y	Y	Y	1 (1-9)	JBW
<b>Input Invoices:</b>	N	N	N	Y	N	
<b>Post Invoices:</b>	N					
<b>Write Checks:</b>	N	N				
<b>Bank Accounts:</b>	N	N	N	N		
<b>School Sites:</b>	N	N	N	Y		
<b>Enter Deposits:</b>	N					
<b>Bank Recon:</b>	N					
<b>A J E:</b>	N	N	N			
<b>Ledger/Budget/Encumb</b>						
<b>EP User ID: DSB123</b>						
<b>User e-Mail: DONNA@hotmail.COM</b>						

F2=Authorized Accounts F9=Locations F10=Accept F11=Acct\Loc Report F12=Return

9. Press 'F10' to accept and save the changes.